

WDB Meeting Minutes

February 27, 2025

9:00am

Attendees:

Chris Brown	Tracy Green	Tim King (v)	Erin Schneider
Chris Cabot	Dave Greenspan	Dave Larson	Dave Zunis
Hannah Divencenzo	Lisa Hutson	Sha-Niqua Matthews	
Ryan Flanigan	Nick Jarmoszuk	Shauna Mitelski	
Tony Gallo	Carl Johnson	Sue Meek	
Mark Goffinet	Andy Kasubienski	Donald Ortner	

Absent:

Charlotte Gardiner (v) Ben Norton (v) Kevin Stitak Mary Murphy

Guest/Staff:

Dave Blevins Chris Durkin Commissioner Jeff Ridell

Approval of Past Meeting Minutes

Tony called for a motion to approve the past meeting minutes. Andy Kasubienski motioned for approval, with Dave Zunis seconding after an amendment was made. The motion was unanimously approved.

Introduction of Director and Newly Elected Board Members

Each board member provided a brief background of their role.

Dave Blevins expressed gratitude towards the Lorain County Department of Job & Family Services staff for their support during his transition to Director of the Workforce Development Agency.

OhioMeansJobs Update

Dave proposed implementing daily one-on-one orientations for individuals seeking employment and training instead of the existing Wednesday-only schedule.

Dave provided a list of key objectives for board members' feedback and suggestions.

Summary:

The plan outlines five key workstreams aimed at enhancing workforce services.

- 1. **** System Analysis and Assessment**** focuses on evaluating workforce demand, developing process maps for various services, reviewing policies, analyzing organizational structure, and conducting a SWOT analysis of current operations, including partnerships within the county.
- 2. ****Strategic Alignment**** aims to improve coordination between the Board and Agency, ensure local workforce strategies align with state and federal objectives while addressing

- county needs, and review communication and decision-making processes to ensure compliance with regulations.
- 3. **Process Improvement** seeks to identify inefficiencies and service gaps by mapping the current and desired states of service delivery, developing recommendations for enhancements, including technological upgrades, and creating an implementation roadmap.
- 4. **Performance Enhancement** evaluates current performance metrics, benchmarks against peer areas, identifies opportunities for better service delivery, and recommends performance management frameworks.
- 5. **Change Management** involves designing strategies for implementing recommended changes, developing plans for communication and change management, creating a sustainability framework for long-term improvements, and building capacity for ongoing enhancements.

Overall, the plan is aimed at a comprehensive assessment and strategic realignment to improve workforce service delivery and outcomes.

The engagement will take place over six months and is structured in three phases.

- **Phase 1: Assessment & Discovery** (Months 1-2) involves reviewing existing documents and data, conducting stakeholder interviews, assessing demand, mapping current processes, analyzing the organizational structure, and identifying preliminary gaps and opportunities.
- **Phase 2: Analysis & Strategy Development** (Months 3-4) includes completing a SWOT analysis, developing preliminary recommendations, reviewing findings with leadership, starting implementation planning, and drafting a process improvement roadmap.
- **Phase 3: Implementation Planning & Transition** (Months 5-6) focuses on finalizing strategic recommendations, creating a detailed implementation plan, establishing a sustainability framework, and designing a performance monitoring approach.

The project includes several key deliverables organized into monthly timelines.

- **Monthly Deliverables** consist of status reports and progress updates, along with an updated project timeline and milestones.
- **Key Project Deliverables** are outlined as follows:
- **Initial Assessment Memo** (Month 2): This includes findings from the demand assessment, process maps, and a preliminary gap analysis.
- **Strategy Memo** (Month 4): This document will feature a SWOT analysis, a review of the organizational structure, and initial recommendations for moving forward.
- **Final Memo** (Month 6): The final deliverable will present comprehensive recommendations, an implementation roadmap, a sustainability framework, and a performance monitoring plan to ensure ongoing effectiveness.

This structured approach ensures that the project progresses systematically, addressing key areas at each stage.

Dave shared that he would like to implement one-on-one orientation daily for customers coming to the center looking for employment and training, not just being scheduled for the Wednesday Orientation.

Partner Updates:

Lisa Hutson shared that LCCC will have the Inaugural Annual Meeting on March 13, from 8:30am - 11:00am. The Keynote Speakers are President & CEO Ethan Karp of Magnet and newly appointed CEO of Team NEO, Former Senator Matt Dolan.

The meeting was adjourned at 10:05am, The motion was approved by Dave Larson and seconded by Donald Ortner.